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Jobs Overview

Since the creation and maintenance of job specifications is a major function of the SPECSINTACT System, all job processing commands and functions are grouped together on the JOBS Menu under the JOBS Icon.

When processing jobs, remember that on-line help is available for all commands and dialog boxes by pressing function key <F1>.

The following topics assume that you have correctly configured your SPECSINTACT System and have established the Masters that will be accessible. (See System Set-Up for more information.)

Establishing or Opening a Job

The New/Open Job Command allows for the entry of information about a job so that it may be tracked throughout processing and to completion. To Start a new Job. Double click on the **Jobs** Icon. Select Jobs. Select New/Open... This will bring to the screen the following Menu.

The **New/Open Job** Dialog Box allows the entry of a job name (eight characters maximum), such as the contract or drawing number, which is used to identify the job on the system. The job name is printed in the upper right corner of each page in the job. A job title (maximum 64 characters, spaces allowed) is also entered which is printed in the upper left corner of each page. An existing Job may be made active for processing using the New/Open Jobs Dialog Box also.

In addition to the job name and title, the following selections are available through the New/Open Job process:

Name Select a job or enter a new job name (8 character maximum limit).

Title Enter the title for a new job (64 character maximum limit).

NOTE: A Job must have a title in order to continue (spaces are allowed).

Go To:

Add Sections Takes you directly to the Add Sections dialog box to add sections from the Agency Masters.

Edit Sections Takes you directly to the Edit Sections dialog box (if sections already exist in the Job).

Print Sections Takes you directly to the Print Sections / Reports dialog box (if sections already exist in the Job).

Main Menu Takes you back to the main menu.

Status	This button will take you to another dialog box where you can review or update status information about the job.
Defaults	This button will take you to another dialog box where you can set configuration options for the job.

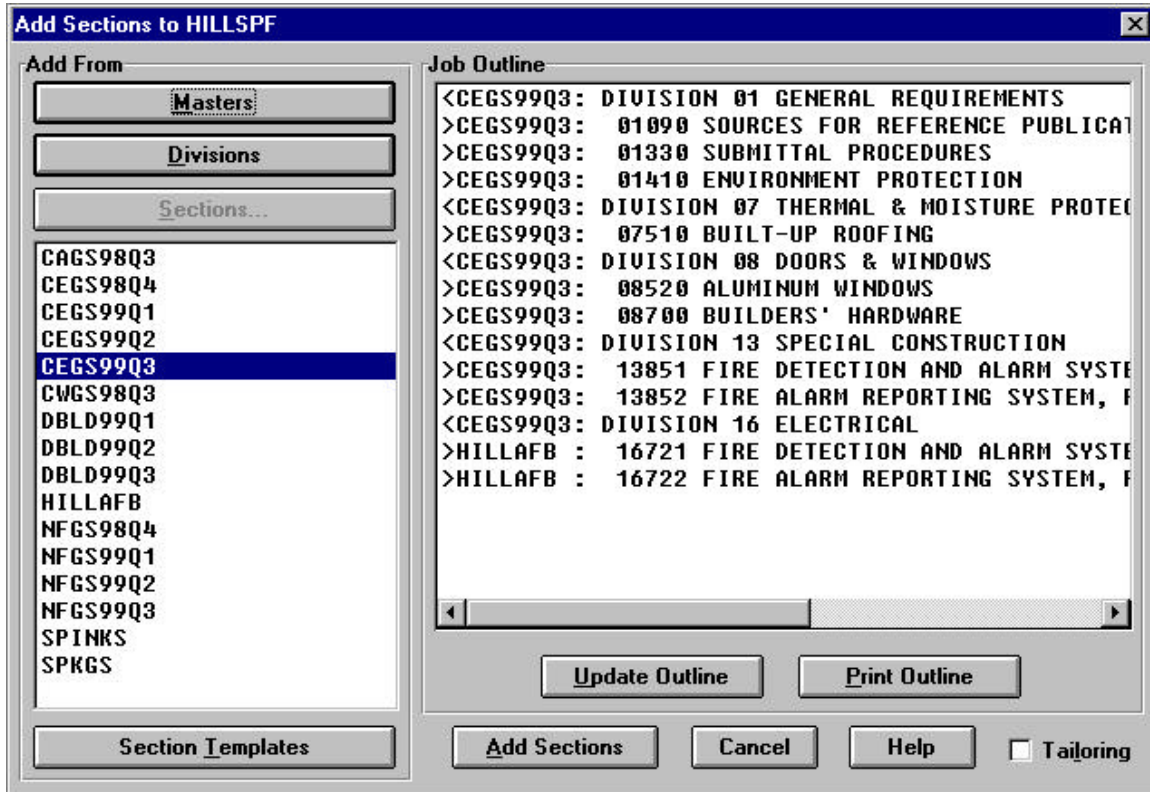
Adding Sections to a Job

The purpose of the Add Sections Command is:

- 1) to build an outline of the master text sections to be added to the job and then
- 2) copy the master text, as indicated in the Job Outline, from one or more masters, and add the text to the job thus creating a baseline for the job specification.

The "Add Sections" process allows for the selection of masters from which sections will be copied and added to the job specification.

NOTE: Sections must be added as specified in this Guide. Using DOS, Windows File Manager, Windows NT Explorer or any other utility to copy sections into your job will not make the appropriate entries into the SPECSINTACT System Files. Using any other method other than what is described in this procedure will render your sections unrecognizable by SPECSINTACT.



To add (pull) sections to a job use the following steps:

1. Select **Masters**.

A list of masters available for use with your system will be displayed.

2. Indicate the master(s) to copy sections from.

3. Select **Divisions**.

A list of divisions available for the master(s) you selected will be displayed.

4. Indicate the division(s) to select sections from.

5. Select **Sections**.

A list of the sections available in the selected division will be displayed.

6. Indicate the section(s) to be added to the job. This window also offers the following options:

- | | |
|--------------|--|
| Part | Paragraphs (instead of entire section) may be selected for viewing on-line. |
| View | This is used to view the selected part. If no part was selected the entire section will be viewed. |
| Scope | Allows the scope note of the selected section to be viewed. |

After all sections have been selected, they will be shown in the outline. **At this point they are only added to the outline, not the job.** Once sections have been added to the job you will see the following symbols in the outline to the left of the section number(s):

- < Indicates that only some sections within the division were added to the job.
- > Indicates that the section has been added to the job.

If no symbol appears to the left of a section number in the outline, it is an indication that the section has not yet been added to the job.

New sections may also be added to the job. If you do not wish to add a new section, skip steps 1 through 3, below. To add a new section use the following steps:

1. Select **Template**.

2. Select the **ARMY** section template to be used.

3. Type in the section number.

Now that all your selections are in the outline you are ready to select one of the following:

- | | |
|------------------|---|
| Add | Copy the specified text from the master text into the job. The Add button MUST be selected in order for sections to be added to the job. |
| Print | Print the outline. |
| Save/Exit | Save the outline and exit WITHOUT adding sections to the job. |

Divisions: Each Master is divided into sixteen (16) divisions and within each division are sections which cover specific topics. SPECSINTACT provides the capability to include Division 00. (Sections in Division 00 do not have to follow the standard three part format.). See SPECSINTACT Master Text Format).

Section Templates

Section Templates are used to create new sections for a job or master. It is an outline to be used as a guide in creating a new specification. Section Templates may be used for

establishing new sections which do not exist in the master text. Basic Section Templates for each agency (i.e., Army, NASA, and Navy) are distributed with the SPECSINTACT System.

Remember that a template is just a pattern. While typing text, it may be necessary to insert SPECSINTACT Tags in the correct location. Read SPECSINTACT Format for section format information.

To add a Section Template to a job, simply select the "**Templates**" button on the Add Sections Dialog Box and then select the agency template you wish to use (i.e., ARMYSECT, NASASECT, or NAVYSECT). When prompted, type in the section number for the new section.

Format Templates

Format Templates are used to create cover sheets, signature sheets or special paragraphs that can be included in a specification. Format templates do not follow any tagging structure. There is not validation checking on format templates.

Tailoring the Job While Adding Sections

The Tailoring Options Dialog Box will also appear, after adding sections to your Job, if you have checked the Tailoring Check Box on the Add Sections Screen.

This dialog box will allow you to tailor, or "pre-edit," all or part of a job that has been marked up with tailoring tags. The software will search the entire job, looking for tailoring options within each section. Each section in the job will be listed in the dialog box, followed by any tailoring options found in the section; sections that do not contain any tailoring options will be listed, followed immediately by the next section in the job. Initially, all tailoring options shown are highlighted, or "selected," because they are all currently contained in the job.

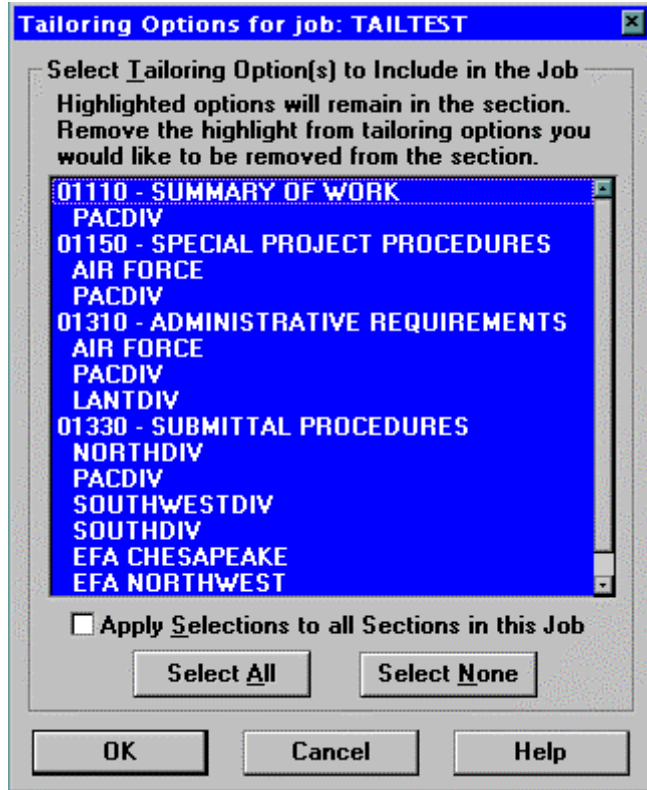
To mark an option for removal from the section, simply click on it, which will remove the highlight (also know as "de-selecting"). Clicking on a section number/title will have no effect.

Select the Tailoring Check Box and Add Sections in the Add Sections Screen or Select Tailor Job under the Jobs Pull Down Menu.

When this box appears, all Tailoring Options will appear with a colored background, indicating that you wish to have these options remain in the section. If you wish to have an option removed from the section, select the Tailoring label (the background will change to white). This indicates that you wish to have the option removed from the section.

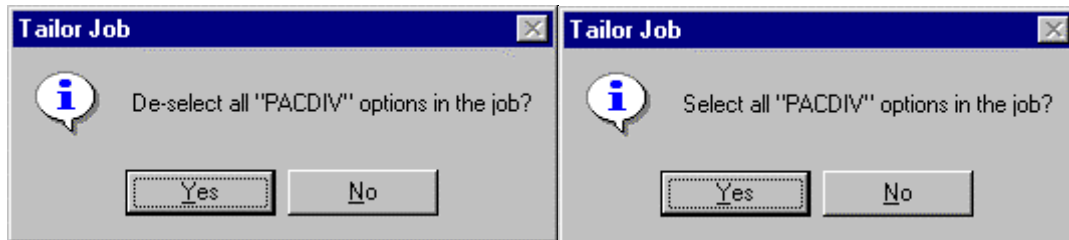
To remove all options with the same name in the Job (all sections) select Apply Selections to All Sections in the Job.

This is the only method that will allow you to remove Tailoring Options at the Job level.



NOTE: No selections are final until the "OK" button is pressed

Apply Selections to all Sections in this Job - This selection assists you in selecting the options within the dialog box. If you wish to remove the Tailoring Option "Softwood Plywood," place a check in this check box and then click on "Softwood Plywood." You will then be asked (dialog boxes below) if you want to deselect all Tailoring Options with the same label. Answering "Yes" in the message box will un-highlight (if they were previously highlighted) or highlight (if they were previously un-highlighted) all listings labeled "Softwood Plywood" within the entire Job.



Select All - This selection assists you in selecting the options within the dialog box. Selecting this button will highlight all of the Tailoring Options in the Job indicating that you wish to keep the options in the Job. This button is a reversal of the Select None button (**will not delete**).

Select None - This selection assists you in selecting the options within the dialog box. Selecting this button will un-highlight all of the Tailoring Options in the Job indicating that you

wish to delete the options in the Job. This button is a reversal of the Select All button (**will delete**).

OK Click the "OK" button when you're ready to actually tailor the Job. The software will read each section and delete the text within Tailoring Options that have had the highlight removed. All highlighted options will remain in the section.

Cancel Click this button to exit the Tailor Job process without performing any action on the Job.

Other Job Processing Options

Other job processing commands that are available on the Jobs Menu are as follows:

Jobs Print

The Print command prints file(s) using the selections made from the Print Dialog Box. Other printable selections such Reports and Table of Contents (TOC) are located on this dialog box. The actual processing of a job or sections takes place in the Print Jobs Options dialog box.

The Print Dialog Box contains a Options button that provides access to the Print Options. Here you may choose to print a specified range of pages, change the Header, Footer and Page numbers, or choose Paragraph Renumbering. Headers, Footers and Page numbers do not become part of the section until and only in the Print Function.

Select the OK button to print the current file. A Printing dialog box will appear. Printing may be canceled by selecting the Cancel button.

Delete Existing Print Files

Once a Job or Section has been printed, you may choose to delete the print files or you may delete them later using the Delete Existing Print Files Command. If print files are not deleted, they may be accessed at a later time for printing using the Existing Print Files Command. Each time a new print is desired, it will overwrite the previous set of print files.

Printer Setup

The Print Setup command allows you to view the initialized printer in use (based on what is contained within your Print Manager or Windows Printers Folder). A printer/port may view the selected list boxes that contain all the printers associated with the printer drivers installed in Windows on your system. If your printer type is not included, please contact your printer manufacturer for the printer driver that supports Microsoft Windows 3.1 or Win95. In order to make changes to what is viewed, Click on the Start Button and Select Settings then Printers. Right click on your printer, select Priorities and make your selections.

After viewing the desired printer from the list box, a secondary dialog box may be accessed by selecting the Options button. From this dialog box you may view the various set up parameters for your printer; however, the format and content of the dialog box will vary depending on the printer selected.

Overwrite Sections Dialog Box

Selected sections in a job may be overwritten with original master text. The software knows where the original section came from and will retrieve a new original from the master and replace the existing file of the same name. If any edits were made to the existing section in the job, they will be lost by overwriting the section file.

A list of all the divisions and sections in the current job will be displayed. You may select either an entire division or individual sections to be overwritten. This will, **un-recoverably**, overwrite the selected section(s). All editing that was previously done to the section will be lost.

Rename Sections

Selected sections in a job may be assigned new section numbers. A Dialog Box will appear listing all of the sections in the current Job. Select the section to rename and type the new number in the New Section Number box.

This option also changes the section numbers that appear within the Section Number (<SCN> tags) and those that appear in the Header (<HDR> tags), except for the section number following the word "Superseding".

Note: Renaming a section modifies the Section Number, not the Section Title.

To change the section title, edit the section in the SPECSINTACT Editor, and change the information contained within the <STL> tags.

Delete Sections

Selected sections may be deleted from a job. A Dialog Box will appear listing of all the divisions and sections in the current job. You may select either an entire division or individual sections for deletion.

To delete all the sections, select the ALL button.

Backup/Restore

Jobs may be backed up from the hard disk to diskettes or other media and restore jobs to the hard disk from diskettes or other media. Indicate what action is to be taken, the device to be used, and the name of the job the action is to be taken on. Currently the "Other Device" option is disabled, pending additional enhancements.

Select the desired action:

Backup Moves a specific job from the Hard Drive to Diskette(s).

Restore Takes a Job from Diskette(s) and moves it to the Hard Drive

Backup To:

Drive A

Drive B

Other Device This options Is not available at this time in SPECSINTACT.
This option is being re-designed.

Job A job must be selected for Backup. (A job need only be selected for Restore when restoring from another device.)

Job Title After a job is selected, the title will be displayed.

Backup A Job from Windows NT

The backup function in SPECSINTACT Jobs needs to create volume labels on the backup disks to track the backup disks. However labels are not created when running SPECSINTACT under Windows NT, and therefore the disks are not recognized a backups. The Job files are correctly copied to the disk, however.

1. Start the backup process and see about how many disks it will take, then Cancel.
2. (Labels are required on the disks before the files can be backed up on to them)
3. Open a DOS Shell (Prompt). Insert a blank floppy disk and switch to that floppy drive.
4. At the DOS prompt, type LABEL and label the disk with the 8 character Job name followed by the appropriate 3 alphanumeric character code. The code sequence is as follows:
 - a) The Job name portion - The Job name will not be any larger than 8 characters followed by the 3 characters below for a total of 11 characters. The three characters must be in positions 9, 10, 11.
 - b) For the appropriate 3 alphanumeric character code-
 - 1) On first disk, the first character is a "J" (for Job) and on the following disk(s) it is a "0" (zero).
 - 2) The second character represents the disk number.
 - 3) The third character represents whether the disk is the last disk or not, "N" for no, "Y" for yes.

For example -

J1N - For the first disk.

02N - For the second disk.

03Y - For the third disk.

For example, for Job Name Harry (on one disk), it would be: HARRY J1Y

For Job name MARYANNE (on two disks), it would look as follows:

Disk #1- MARYANNEJ1N

Disk #2- MARYANNE02Y

Now re-initiate the backup process and continue through the process inserting the disks in the proper order.

Note: You may also use NT Explorer to label the disks by clicking the right mouse button on the 3.5" floppy drive icon and clicking Properties. Enter the label in the label box and click OK. You can copy the initial jobname and paste it into subsequent labels with the 3 character code this way.

Delete/Duplicate/Rename

Delete, duplicate, or rename selected jobs. Indicate the action to be taken and the name of the job(s) involved. Message boxes will warn you of any permanent changes prior to execution.

Select the desired action:

Delete - removes a Job from the system.

Duplicate - duplicates a specific job and its contents with a new name. The end result of Duplicate is two identical jobs with different names.

Rename - changes the name of a job to a new name..

Existing Job Select the name of the job to be deleted, duplicated, or renamed.

New Job Name Enter a new job name when duplicating or renaming an existing job.

Job Title After a job is selected, the title will be displayed.(cannot be changed in this dialog box)

Merge

Two jobs may be merged together into one job. An entire job or only selected sections of a job may be merged into another job.

Source Job - The source job is the job from which the section(s) are to be copied from.

Name Select job to be used as the Source job.

Title After a job is selected, the title will be displayed.

Target Job The target job is the job to which the section(s) will be copied. The target job must contain at least one section prior to Merging otherwise the system will report that another user is attempting to pull from the target job. This is because SPECSINTACT assumes that you are still in the add sections phase of creating a job (since a job is not a job without sections).

Name Select job to be used as the Target job.

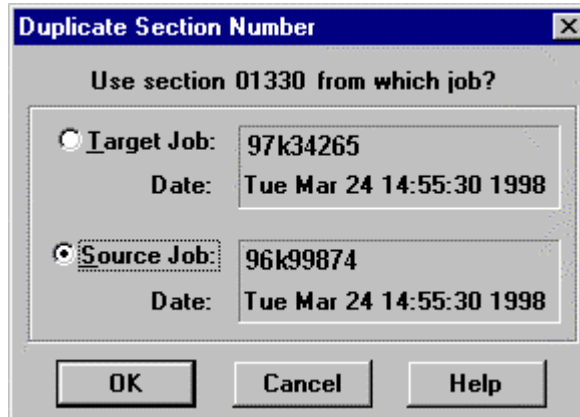
Title After a job is selected, the title will be displayed.

Once the Source and Target selections have been made, click "**Pick Sections**" to see a listing of the sections contained in the source Job. Select the section(s) to be copied into the Target job and click the "**OK**" button. To merge all the sections, select the ALL button, which will also start the Merge process.

If duplicate section numbers are encountered, a message box will ask you to select the preferred section (from either the source or the target).

Duplicate Sections in Merge

If a section that is being merged from the Source Job is the same as a section already contained within the Target Job, a message box will appear (below) prompting you to make a decision. Which Section do you wish to use, the section from the Target or Source Job.



Exit

Allows you to Exit the Jobs Program and return to the SPESINTACT Program Group (Win 3.1, Win 3.11) or the Desktop (Win95, WinNT).

Additional job processing functions are available on the following menus:

References Menu

The References Menu includes commands that perform reference processing functions such as the construction and maintenance of reference data in master sections.

Reconciliation

Reconcile references in each section. Each Reference Article is automatically edited to agree with references cited in the section text. Discrepancies are reported. The system will verify that all references cited in a section are contained in the Reference Article of that section; or in the Supplemental Reference List (if one exists). If a reference is cited in the section text but is not located in the Reference Article, or in the Supplemental Reference List, a report will be generated. However, if the reference is located in the Supplemental Reference List, the information will be copied from the Supplemental Reference List to the Reference Article.

If while in the Reconciliation's Dialog box, you select Remove Unused References, all references not used in the body of the section will be removed from the 1.1 References, Article. The difference between this Reference Reconciliation and the Reference Reconciliation in the Print Jobs Options dialog box is, this Reference Reconciliation will remove References from the .SEC file, Print Jobs Options Reference Reconciliation will remove References from the .PRN file leaving the .SEC file intact. **It is not recommended that you use this Reference Reconciliation method unless you Job is at the 100% phase of completion and your are preparing to archive the Job.**

Job Select a job.

Remove Unused References If selected, references found in the reference article but not used in the section text will be removed from the reference article.

CAUTION: This reconciliation modifies the actual SECTION file. The reconciliation process located in Print Jobs Options will modify only the PRINT file.

After OK is selected the Select Sections Dialog Box will be visible.

Select Sections dialog box This is a list of all the divisions and sections in the current job. You may select either an entire division or individual sections for reference reconciliation. To reconcile references in all sections, select the ALL button.

Reference Master

Generate, Edit or Print a Master Reference List for a selected Master. This list is used by the Look Up function of SPECSINTACT only and for no other reason.

Supplemental

The Supplemental Reference List is a document in which addition Organizational Reference Information may be entered that is not contained within the Master Reference List being used. For example if you are using a Reference and Reference Identifier pertaining to your local Department of Transportation or any other local standard.

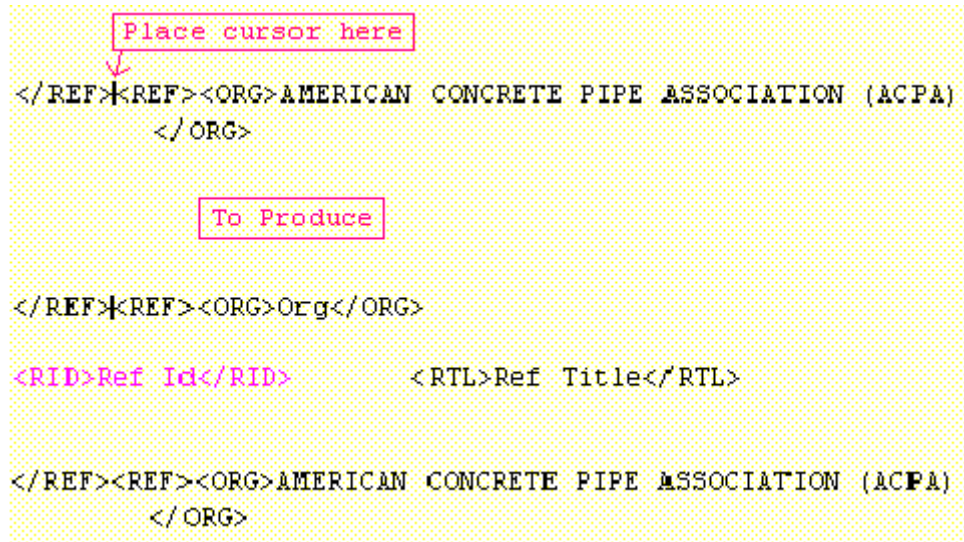
To generate, edit, or print the Supplemental Reference List. The Supplemental Reference List (SRL) is a list that contains Reference information not contained within the individual sections. If a Reference is used in the body of the text that is not contained within the 1.1 References Article, the software will look to see if the Reference is contained in the Supplemental Reference List. If the Reference is located the appropriate information will be copied from the Supplemental Reference List into the 1.1 References Article of the section.

For example - If you use a Reference from a local organization (i.e. City, State etc), you may create a Supplemental Reference List (SRL) and add the appropriate information for that agency. You then make use the Reference Identifier <RID>..</RID> in the body where needed. The Reference Reconciliation Process will retrieve the Organization Name, Reference Identifier and the Reference Title and insert it into the 1.1 References.

To Create the SRL - Click on References | Supplemental... Select the Master that will be used as a model. If no SRL currently exists the radio buttons will default to Generate, If an SRL exists the radio buttons will default to Edit. Click OK. The SRL is then displayed in the Editor. Place your cursor in the desired location for the new Organization (see below). Click on the



which will put in the Reference tag structure. Fill in the blanks.



Master Select a master to create the Supplemental Reference List from (i.e., the master from which the Sponsoring Organization names will be copied). Select (none) to create the Supplemental Reference List from a standard outline.

Select the desired action:

Generate Create a Supplemental Reference List.
Edit Modify the Supplemental Reference List.
Print Print the Supplemental Reference List.

Backup/Restore SRL

Backup the Supplemental Reference List from the hard drive to diskettes or other media and restore the Supplemental Reference List to the hard drive from diskettes or other media by indicating what action is to be taken and the device to be used.

Select the desired action:

Backup
Restore

Backup To:

Drive A
Drive B

Other Device This option is currently unavailable. It is undergoing re-design

Templates Menu

The Templates Menu includes commands allow you to create, edit, copy, delete, backup, and restore Format and Section Templates. Templates created under this Menu option will be

global, meaning that they are not job specific and may be placed into any or all jobs as desired.

New:

Create a new Format Template or Section Template . Select the type of template to be created, then enter a name for the new template. Text from an existing template may be copied into the new template.

Select the template type:

Format
Section

New Template Enter a name for the new template.

Duplicate Text Select an existing template to duplicate (or copy into the new template) to use as a baseline or select (none).

Edit:

Modify and save selected Format or Section templates. (Only templates that have been created using the New Template option may edited.) The SPECSINTACT Editor is the word processor used to perform editing. Indicate the type of template to be edited and then select the template name.

Copy:

Copy selected Format Template(s) to a job. Only Format Templates may be copied. Only format templates may be copied into jobs. Section templates are added to jobs from the Add Sections function under Jobs.

Source:

Template Select the format template to copy to a job.

Target:

Job Select the job to copy the format template to.

Job Title After a job is selected, the title will be displayed.

Delete:

Delete selected Format or Section templates from the system. Indicate the type of template and the name of the template to be deleted from the templates directory not any Job that the template may have been copied into.